



OFFICE OF THE GOVERNOR
REQUEST FOR APPEARANCE BY FIRST LADY JANE BESHEAR

Individual/Organization Making Request		Address		
Point of Contact	Phone Number	Cell Number	Fax Number	Email Address
Name of Event				Media Expected?
Date of Event	Start Time / End Time (please note time zone)		Time of First Lady's Appearance	
Event Location			Address	
First Lady's Role at Event				
Suggested Topic of Speech (please include length of speech)				
Event Background Information (please provide a copy of any news release and agenda, if available)				
Targeted Audience				Expected Number Attending
Dignitaries or Speakers Participating (please note <i>invited</i> or <i>confirmed</i>)				
Would you like a Greeting Letter if the First Lady is unable to attend? <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>				
Other Comments				

NOTE: Because the First Lady's Schedule is so fluid, we usually do not confirm appearances more that two to three weeks in advance. We respectfully request that you do not place Mrs. Beshear's name on any notifications, invitations, or agendas unless you receive written confirmation from the Office of the Frist Lady. If you have any questions or concerns please contact the First Lady's Executive Assistant, Julie Garland, at 502-564-2611. Thank you! The Submit Via Email button can only be used with Microsoft Outlook. Forms can also be faxed to 502-564-0437.